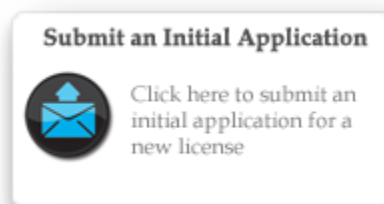


Professional Licensing Boards Division

Instructions for Applying for Initial License Online

I. Apply for a new Initial License Online

If you are applying for a license for the first time please look for the button below on the PLB homepage to begin your initial application process.



Once you click to the button you will be taken to the initial log in screen and follow directions below.

Please enter your last name and social security number in the available fields and then click "search." If your record is not found **and you know that you have held a license issued by any of the boards** that comprise the Professional Licensing Boards, please do not continue, but call 478-207-2440 for help.

Please complete all fields and click "register."

You must now login using your newly created user ID and password. Please click on the link that appears on the confirmation page.

Once you have entered your user ID and password and have successfully logged into our online services site you will have a variety of choices on the menu located on the left side of your screen. To apply, please choose "Initial Application."

Select the profession and license type for which you wish to apply and select the "obtained by" method from the drop down menu then click "Next."

Please read the information provided on this page and then click "Enter Mailing Address."

Please enter the required information and click "Next Step."

At this point in the application process you must provide answers to specific questions regarding your application. Please read the information and the questions carefully and choose "yes" or "no" for each

question. Once you have answered all the questions please click “submit answers.” By clicking “submit answers,” you are swearing or affirming that you understand and have answered all questions to the best of your knowledge.

Now you have the opportunity to review all the information you submitted. Please recheck your physical and mailing address and review the answers to the required questions. If you wish to change any of your answers please click on the “back” button in your browser until you reach the screen with the information that you wish to correct. Once you are satisfied that all the information is correct please click on “Pay Fees and Submit.”

Please enter the name that appears on your credit or debit card exactly as it appears on the card. Please choose the type of credit card and enter the card number and expiration date. Finally, please enter your credit card’s verification number and click “Submit.”

Your receipt should appear on the next screen. Please remember to print a copy of your receipt as well as to download any additional information forms that you were directed to submit via FAX or mail. Please allow twenty-five business days for your application to be processed. You may track the status of your application by visiting our website, choosing “online services” and then click on “check the status of an application.”

Thank you again for using the Professional Licensing Board’s online services.